

# **FAUQUIER COUNTY AIRPORT COMMITTEE**

## **MEETING SUMMARY**

### **REGULAR MEETING**

Monday, March 28, 2005 – 5:30 p.m.  
Warrenton-Fauquier Airport Conference Room

#### **1. Call to Order:**

The Chairman called the meeting of the Fauquier County Airport Committee to order at 5:35 p.m. on 28 March 2005 in the Warrenton-Fauquier Airport Conference Room, Midland, Virginia. In attendance were:

#### **Committee (Voting) Members:**

James W. Van Luven  
Charles M. Medvitz  
Raymond E. Graham

Center District Representative  
Scott District Representative  
Fauquier County Board of Supervisors  
Cedar Run District

Dennis Hunsberger  
Frank Rader  
Willis P. Risdon  
Rick Gerhardt

Citizen at Large  
Lee District Representative  
Citizen at Large  
Cedar Run District Representative

#### **County Staff:**

Tony Hooper  
Michael Anderson  
Chrissy Kirby

Deputy County Administrator  
Airport Manager  
Executive Assistant, County Administration

#### **Staff:**

Stephen S. Roszel, Sr.  
Stephen Roszel, Jr.  
Ross Dillman  
Michael C. DuBeau

Essar Aviation  
Essar Aviation  
Essar Aviation  
Campbell and Paris Engineers

#### **Absent:**

Bob Newman  
Arthur Nash  
Sparky Lewis

Airport Tenant/Owner  
Marshall District Representative  
Town of Warrenton

#### **Visitors:**

David Fields  
John Cantrell

**2. Adoption of Agenda:**

Ray Graham moved and Dennis Hunsberger seconded a motion to adopt the March 28, 2005 meeting agenda. The motion carried unanimously.

**3. Citizens' Time:**

John Cantrell questioned the upcoming Planning Commission Public Hearing on the proposed Airport Special Exception. Jim Van Luven explained the process to Mr. Cantrell. Tony Hooper reminded the Committee that the Public Hearing is scheduled for Thursday, March 31, 2005 @ 7:00 p.m.

**4. Adoption of the Minutes:**

Dennis Hunsberger moved and Chuck Medvitz seconded a motion to adopt the February 28, 2005 meeting minutes. The motion carried unanimously.

**5. Old Business:**

**a. Fauquier County Airport Committee By-Laws:**

Tony Hooper reviewed the proposed changes to the Airport Committee By-Laws, as shown in the attachment. Mr. Hooper advised the Committee of the Board of Supervisors attendance requirements. Jim Van Luven questioned if Board of Supervisors representatives were required to be members of each County committee. Ray Graham advised the Committee that Board of Supervisors representatives are only required on standing committees (i.e. Personnel and Finance Committees).

Dennis Hunsberger moved and Rick Gerhardt seconded a motion to adopt and forward to the Board of Supervisors for action, the Fauquier County Airport Committee By-Laws as amended. The motion passed unanimously.

**6. Update from Airport Manager:**

Mike Anderson presented photos of before and after construction and on-going projects, which have been completed by Tom Smith at the Airport.

Mr. Anderson provided an update on continuing roof replacements on the older hangar buildings. Mr. Anderson stated that during the upcoming budget year, an additional roof will be replaced.

Mr. Anderson indicated that the installation of new carpeting in the terminal building has been completed. Mr. Anderson stated that the Airport was able to obtain a Virginia Department of Aviation grant for the new carpeting and the local share will be approximately \$600.00.

Mr. Anderson stated that Airport sign at the front entrance has been replaced for under \$300.00. Mr. Anderson indicated that the addition of the County seal to the sign is forthcoming, along with possible FBO signage.

Mr. Anderson advised the Committee that the Agricultural RFP was released last week. Mr. Anderson stated that a meeting of the RFP Review Committee will be scheduled soon after the closing of the bids.

Mr. Anderson indicated that currently there are seventeen (17) persons on the hangar wait list.

Mr. Anderson advised the Committee that he has been approached by a local citizen inquiring about the possibility of locating an Avionics facility and Clear Span Hangar at the Airport. Mr. Hooper reminded the Committee that a RFP would be required if the County wished to consider proposals for the construction of a Clear Span Hangar.

## **7. Update from FBO:**

Steve Roszel, Jr. advised the Committee that 100LL fuel sales printouts for the months of January and February 2005 have been provided to Mr. Anderson.

Mr. Roszel indicated that the projected date for the installation of the Jet A fuel tank is June 2005.

Mr. Roszel stated that he had reviewed the proposed Land Lease Agreement for T-Hangar #4 and comments have been forwarded to Mr. Hooper. Mr. Hooper explained that design funds are in place for t-hangar #4. Mr. Hooper indicated that the Board of Supervisors will conduct a public hearing on April 14, 2005 for the award of the Land Lease Agreement for T-Hangar #4. Mr. Hooper stated that Essar Aviation will, pursuant to agreement, provide the local matching funds required for the site preparation. Mr. Hooper indicated that after construction of the hangar facility, Essar Aviation will pay a monthly land lease fee.

Mr. Roszel stated that they are committed to the construction of a new Maintenance Facility at the Airport. Mr. Roszel has met with Mr. Anderson and Mike DuBeau, Campbell and Paris, to inquire about the possibility of accelerating the timeline. Mr. Hooper advised the committee that the construction of the Maintenance Facility was included in the FBO Agreement. Mr. Hooper indicated that the location of the building is still under review.

Ross Dillman indicated that Skyworld Aviation had seventeen (17) customers in the month of March 2005, six (6) of which were Annuals.

Mr. Dillman stated that the signage on the Maintenance Facility will be installed in the near future.

Mr. Dillman indicated that funds for a professional tug have been secured.

Dave Fields provided an overview of Jet A fuel sales.

**8. Update from Campbell and Paris Engineers:**

Mike DuBeau indicated that he and staff have met with General Excavation, Inc. a couple of times in March 2005 regarding Phase III and T-Hangar #3 construction projects. Mr. DuBeau stated that work should resume the last week of April 2005 for the Apron work, along with the completion of the runway project final grade areas.

Mr. DuBeau advised the Committee that he and staff met with a representative from the John Marshall Soil and Water Conservation District regarding the bare grass areas along construction sites. Mr. DuBeau indicated that the meeting was positive.

Mr. DuBeau stated that Apron work along the front of the terminal building will be completed first. Mr. DuBeau expressed the concern that due to beginning work near the terminal building that construction traffic will have to use the main access into the Airport; however, GEI has been notified that aircraft traffic has the right of way at all time.

Mr. DuBeau stated that the AWOS design bids will be in April 2005.

Mr. DuBeau indicated that Campbell and Paris distributed an updated Airport Layout Plan this morning and members would receive copies in the near future.

Mr. DuBeau stated that the Terminal Feasibility Study should be completed within the next sixty to ninety days. Mr. DuBeau indicated that it would be possible to secure funds for the Terminal Building at the August 2005 Virginia Department of Aviation meeting.

Mr. DuBeau provided an update on the 3<sup>rd</sup> T-Hangar site preparation. Additionally, Mr. DuBeau stated that the 4<sup>th</sup> T-Hangar design is nearing completion. The 4<sup>th</sup> T-Hangar project should be bid in June 2005, be submitted to the Virginia Department of Aviation in July 2005 and construction should begin in September 2005.

**9. Update from Tony Hooper:**

Tony Hooper reviewed the following chart:

<b>Status of Capital Projects - March 2005</b>		
<i>In Process</i>	<i>Budget/Amount Remaining</i>	<i>Local Requirement</i>
Runway Improvements	\$ 2,395,000.00	\$ 47,900.00
Land Acquisition	\$ 1,000,000.00	\$ 20,000.00
T-Hangar #3 - Construction	\$ 583,000.00	\$ -
T-Hangar #3 - Engineering	\$ 39,567.27	\$ -
T-Hangar #4	\$ -	\$ -
<b>SUBTOTAL</b>	<b>\$ 4,017,567.27</b>	<b>\$ 67,900.00</b>
<i>Approved/Under Development</i>		
AWOS	\$ 113,000.00	\$ 25,000.00
Rotating Beacon	\$ 100,000.00	\$ 20,000.00
Terminal Study	\$ 30,000.00	\$ 6,000.00
Localizer/ILS	\$ -	\$ 75,000.00
<b>SUBTOTAL</b>	<b>\$ 243,000.00</b>	<b>\$ 126,000.00</b>
<b>GRAND TOTAL</b>	<b>\$ 4,260,567.27</b>	<b>\$ 193,900.00</b>
<i>Funds Available</i>	\$ 113,000.00	
<i>05 Projections</i>	\$ 60,000.00	
<i>06 Projects</i>	\$ 65,000.00	
<b>TOTAL</b>	<b>\$ 238,000.00</b>	

Mr. Hooper advised the Committee that options are being explored regarding the construction of additional County T-Hangar buildings. Mr. Hooper stated that there is an option to borrow funds from VRA for the construction.

Mr. Hooper stated that the “approved/under development” projects are estimated costs, and no actual contracts have been awarded. Mr. Fields questions if the movement of the Rotating Beacon was a necessity. Mr. Anderson indicated that the County has not locked in funds for the Rotating Beacon.

#### **10. Update – Grand Opening Committee:**

Mike Anderson provided a brief overview of the preparation efforts for the Airport Grand Opening scheduled for September 10, 2005. Mr. Anderson indicated that subcommittee members were working with local groups to finalize the schedule of events. Mr. Anderson stated that the next Grand Opening Subcommittee meeting is scheduled for April 25, 2005 at 3:30 p.m.

#### **11. Roundtable:**

Jim Van Luven expressed concerns that the Airport revenue may not meet needs for matching the local share of future construction projects. Mr. Van Luven indicated that the Airport should spend funds wisely. Mr. Van Luven stated that the Airport Committee should be advised of all Airport expenditures. Mr. Van Luven indicated that short and long term goals should be set for the Airport to be sure that revenue remains in good standing.

Mike Anderson reminded the Committee that as projects are completed, maintenance costs will increase. Mr. Anderson is completing a list of spare parts necessary and the approximate costs for the Committee to review.

Frank Rader questioned if there were any upcoming events scheduled for the Airport other than the Grand Opening. Mr. Anderson indicated that there is normally an Aerobic Competition held in the fall, and that as details are received, the Committee will be notified.

Rick Gerhart stated that the Committee needed to begin “thinking outside of the box.” Mr. Gerhart expressed concern regarding the Personal Property tax issues. Mr. Gerhart suggested that alternative options continue to be explored to decrease or eliminate the personal property tax.

Chuck Medvitz indicated that the key to increasing revenue is to continue to construct additional hangar space.

The next meeting of the Airport Committee will be Monday, April 25, 2005 @ 5:30 p.m. in the conference room at the Warrenton-Fauquier Airport.

With no further business Chuck Medvitz moved and Dennis Hunsberger seconded the motion that the meeting be adjourned at 6:40 p.m.